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UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Biological Survey
Washington, D. C.

15
March 21, 1932.

Important Notice to employees of the Bureau
using personally owned automobiles on a mileage basis in performing
official travel.

The Comptroller General by decision dated February 12, 1932, has ruled that compensation on a mileage basis may not be made for use of personally owned automobile when such use involves travel from official station beginning at or after 8 a.m. with return to official station on the same day at or before 6 p.m. In other words, the Comptroller General has now placed on allowance of automobile mileage the same ban which several years ago he placed on the allowance of subsistence expenses incurred during absence from official station wholly between the hours of 8 a.m. and 6 p.m. of the same day. It is understood, although no decision to that effect has been received, that actual expenses of operation (cost of gasoline and oil) will be allowed for use of automobile if otherwise justifiable (that is, if travel is to points not accessible by common carrier, or it is cheaper to use automobile on actual expense basis than to use common carrier; see paragraph 12 of the Standardized Government Travel Regulations) in performing travel during absences from official station between 8 a.m. and 6 p.m. of the same day.

An appeal from the decision above referred to will be made by the department which may result in modification of the decision or at least in the setting of a future date when it shall become effective. In the meantime, however, all items appearing in expense vouchers of employees of this bureau, involving use of automobile on a mileage basis in traveling from and to official station, where departure from official station is at or after 8 a.m. and return to official station is at or before 6 p.m. of the same day will have to be suspended. These suspended items should not be resubmitted in subsequent regular monthly expense vouchers, but should be withheld pending outcome of appeal above referred to of which you will be advised when further instructions will be issued.

W. C. Henderson

Acting Chief.

P.S. Please have extra copies of this memorandum enclosed distributed promptly to your assistants who operate their personally owned automobiles in performing official travel.

